



**VACANCY ANNOUNCEMENT**  
**Foreign National Student Summer Intern Program**  
**U.S. Consulate General Hong Kong**



The U.S. Consulate in Hong Kong is seeking individuals for the Foreign National Student Summer Intern Program in Public Affairs Section. **The target start date is May or June.**

**Open To:** All interested candidates who are Hong Kong permanent residents.

**Position:** 2 positions in the Public Affairs Section  
\* Interns will rotate in the different offices within the section.

**Opening Date:** May 3, 2013

**Closing Date:** May 20, 2013

**Length of Hire/Work Hours:** Open year-round for periods of 60 to 180 days. The exact internship periods and the hours per week will be arranged between the individual intern and PAS.

**What It Is**

The Foreign National Student Intern Program is designed for students who are the permanent residents in Hong Kong seeking internships with U.S. Missions abroad. The program benefits both posts and students by providing the foreign national students with valuable educational experience in U.S. Missions and by assisting posts in accomplishing their mission goals. The purpose of the Foreign National Student Intern Program is to offer students the challenge of working in a foreign affairs arena and at the same time profit by their assistance. There are no benefits attached to this internship and no compensation, nor any future employment rights. The program is open to all students and provides the opportunity to work for a short period (not more than nine months) in the Consulate to gain experience in various areas of foreign policy and management.

**Who We Are**

The U.S. Consulate General Hong Kong is comprised of various U.S. Government agencies. The Department of State, the primary presence at the Consulate, is the official international relations arm of the President of the United States. The Department is responsible for formulating, implementing and supporting U.S. foreign policy, assisting U.S. citizens abroad and managing the human and material resources that provide the platform for U.S. foreign policy. Members of the Department's Foreign Service and Civil Service are engaged in issues such as conflict resolution, nuclear non-proliferation, human rights and democracy, environmental

issues, world trade, public diplomacy, and the promotion of the interests of Americans and their businesses abroad. Department of State employees are also involved in support and management issues -- improving logistical systems to get the best possible value for tax dollars.

## **Program Requirements**

### **The Student Intern is Not Considered a Federal Employee**

A student participating under this program is not considered to be a Federal employee of the U.S. Consulate for any purpose other than injury compensation or laws related to the Tort Claims Act.

### **No Compensation**

No compensation or benefits are offered in connection with program. Performance evaluation report will be provided at the end of their internship, if the interns request.

### **No Creditable Service**

Participation and service in the Foreign National Student Intern Program is **NOT** creditable for leave accrual or any other employee type benefits.

## **Minimum Eligibility Criteria**

### **Eligibility Criteria in General**

Only students who are the permanent residents in Hong Kong are eligible for the intern program, and who are enrolled in a university, college, or junior college of not less than half-time.

### **Definition of Student**

Eligible students must also meet the definition of a student, pursuant to Title 5 USC 3111, as follows:

*"3111. For the purpose of this section, 'student' means an individual who is enrolled, not less than half-time, in a high school,\* trade school, technical or vocational institute, junior college, college, university or comparable recognized educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between school years if the interim is not more than 5 months and if such individual shows to the satisfaction of the Embassy that the individual has a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the school semester (or other period into which the school year is divided) immediately after the interim."*

\*NOTE: All Foreign National Student Intern Program applicants must have graduated from high school or equivalent secondary school prior to beginning their internship.

### **Potential**

The student must have demonstrated potential to accomplish the type of work to be performed, as demonstrated by transcripts and/or courses taken.

**Transcript and Permission**

The student must be in good academic standing at his or her current educational institution and provide a certified transcript to verify it, and must provide written permission from the educational institution in which the student is enrolled to participate in the Foreign National Student Intern Program.

**Certifications**

The student must receive security and medical certificates once selected for the program and before starting to work. The selected applicant is responsible for the expenses to obtain the medical certificate.

**Medical Insurance**

There is no medical insurance covered for the student.

**Types of Assignments**

Interns can be assigned duties that may include research, economic and political report writing, correspondence, information systems, analysis of international issues, administrative duties.

**Selection Process**

1. Once the applications are collected, the Human Resources Office reviews them.
2. Selected candidates will be contacted for interviews by the Consulate.
3. Once all personnel procedures are completed, then preliminary selection(s) are made, the Human Resources Office will send an official letter extending an offer to participate in the program to all those selected. This letter will include information on the position, the dates of the program (will be arranged between the student and the employing section).
4. Selected candidate will be required to undergo medical and background checks.
5. Final selection is contingent on passing medical and security checks.

**To Apply By Email**

Interested candidates for this position must submit the following for consideration of the application no later than May 20, 2013:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174)
2. Gratuitous Service Agreement
3. Student Statement of Interest
4. Letter of Permission
5. Certificate of Studentship

6. Academic Record (Optional)

**Submit Application To:**

Completed applications should be submitted by email to the U.S. Consulate General Hong Kong.

**Application will not be considered without full submission of documents:**

[hrohongkong@state.gov](mailto:hrohongkong@state.gov)

Human Resources Office

**CLOSING DATE FOR THIS POSITION: MAY 20, 2013**

The U.S. Mission in Hong Kong provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## **BASIC FUNCTION OF POSITIONS**

Interns will rotate in the different offices within the section. Their work may include any of the following:

--Assist the Information Section in providing media support for outreach programs; collect press clippings of news articles in the Hong Kong press about the Consul General and high-ranking visitors from the USG; take photos at the events organized by the Public Affairs Section; The intern will also provide support for media activities involving Consulate personnel or other U.S. officials, as directed. The intern may also be asked to undertake specific projects, such as a review of TV programs popular among young people, and suggest further outreach activities.

--Support the Mission's internet-related public outreach programs, particularly the Consul General's blog and the Mission's online community. Specific duties would include drafting and posting blog entries, developing and producing videos for the Consulate's YouTube channel, arranging Web chats, and improving the visual design (and impact) of social media platforms. The intern would also be encouraged to make suggestions to improve existing social media platforms and devise new, creative programming. Finally, the intern would sit on the Consulate's Social Media Advisory Board (currently in development) and have opportunities to participate in Consulate events.

--Assist the Cultural Section in planning, coordinating and supporting the Consulate's Speaker, Film and Cultural Programs. The intern may undertake specific projects and suggest cultural outreach programs.

--Support EducationUSA's goals to promote U.S. higher education and American culture. Specific duties would include social media outreach, presentations to international students on U.S. higher education, alumni coordination, developing and researching informational materials, compiling scholarship information, and developing educational advising resources. The intern would also be encouraged to develop other possible outreach tools, including but not limited to a blog about studying in the U.S. and a YouTube video series.

## **QUALIFICATIONS REQUIRED**

1. Academic Major: Any area of study with good analytical skills and IT skills, background knowledge of mass communication, journalism or media, political science and/or international relations, as well as knowledge of Hong Kong civil society.
2. Level 4 (Fluency) in English is required. (English will be tested at the time of interview.)